

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005027
Grade 20**

FACILITIES AND EQUIPMENT MAINTENANCE COORDINATOR

DEFINITION OF CLASS:

This class encompasses the full range of functions, which are performed on behalf of the facility user(s), involved in planning, coordinating, monitoring and inspecting the maintenance, repair and renovation of County-owned or -leased facilities that support specialized industrial functions, such as the maintenance and repair of large-scale County vehicle fleets. Complementary functions performed may include indirect control or oversight of pest control, housekeeping, laundry/uniform cleaning, painting, heating, lighting, plumbing, similar services and office relocation services. The core work of the class requires substantive knowledge of industrial function(s) performed in the facilities occupied by the user agency/agencies (such as automotive maintenance and repair) and the specialized equipment used (such as lifts, hoists, air compressors and other industrial equipment used in the maintenance and repair of cars, trucks, buses and heavy equipment powered by gas, diesel or alternative fuels) to effectively represent the interests of the facility user(s). Contacts are primarily with employees of the user agency/agencies represented (co-workers, supervisors and managers), County maintenance, repair and renovation focal points and operators (such as Property Managers, Maintenance, Renovation & Inspection Specialists and trade employees), County procurement personnel, private firms under County contract for maintenance, repairs and renovation, and others to identify work requirements, request, coordinate and monitor work, keep facility occupants informed, etc. Direct assistance to the public is provided on an incidental basis only.

An employee in this class is responsible for ensuring that facility maintenance, repair and renovation are timely and properly planned and performed, that the work done complies with baseline mechanical, building, fire, health and/or life safety codes as well as contract or task order specifications, and within budget (as applicable), all from the perspective of the user (occupying) agency/agencies the employee represents. The supervisor makes assignments in terms of continuing functional responsibilities, annual or project resources (which may include budget) and desired results, key issues, priorities, resources available and deadlines for specific projects. The employee is expected to plan, schedule and carry out the work on one's own (which includes coordinating closely with Property Managers, Maintenance, Renovation & Inspection Specialists, others having primary responsibility for getting maintenance, repair and renovation work done by County employees and contractors), monitoring the workers performing the work and otherwise looking out for the best interests of the agency/agencies represented according to well-established or generally-accepted policies, standards and processes, while keeping the supervisor informed. Completed work that is routine is expected to be accurate, adequate, timely and consistent with such guidelines as work orders, specifications and accepted trade practices and such other critical requirements as effective representation of the facility user agency/agencies. The employee may work in the field, alone, up to 50 percent of the work time. The supervisor is usually available (in person or by phone) to help or provide guidance in unusual situations. Guidelines are available in the form of well-established procedures for requesting maintenance, repair and renovation work, processes for inspecting work consistent with contract specifications, time/materials agreements,

codes, regulations and other guidelines. The employee applies appropriate guidelines based on experience in the industrial functions(s) supported and assessment of the situation and has some latitude to adjust guides depending on conditions. An employee in this class has some authority to make changes at the work site in order to resolve problems (field expedients) affecting time lines or suitability of the work, but may refer highly complex or sensitive problems to the supervisor or the County employee(s) with primary responsibility for the work being performed, such as a Property Manager, a shop supervisor or a Maintenance, Renovation and Inspection Specialist. Complexity in this class is characterized by the analysis of job requirements, field conditions, generally-accepted trade practices and other factors impacting projects in order to identify work to be done and coordinate, monitor, inspect and report on its progress on behalf of the user agency/agencies. The work done by County employees or contractors is immediate, short-term or long-term, planned or emergency, and one-time or recurring in nature. The employees of this class, knowledgeable in one or more specialized industrial functions, represent the best interests of the facility user(s) in identifying needed work, coordinating it within the County's support services domain and procurement procedures, monitoring the County employees or contractors on site work doing the work and quality inspecting completed work for adherence to codes, regulations, specifications and other standards on behalf of the user agency/agencies. Work is performed in an office, industrial settings and field locations (inside or outside buildings or, at times, atop structures) and on the road between these places. Work includes some exposure to dirt, grease, foul odors, noxious fumes, loud noises, some inclement weather and other discomforting or unpleasant conditions as well as exposure to such potential hazards as sharp objects, energized electrical systems, risks of falling from roofs, scaffolding and hoists, and other risks faced by workers in the trades monitored. Care and use of gloves, safety shoes, hard hats, and/or a mask, along with situational awareness, are required. The work includes sitting, reviewing documents containing small print, talking on the telephone, other activities typical of office work, driving, walking, kneeling, stooping, bending, reading gauges, using ladders and reaching to assess work to be done and to inspect work performed in trenches, roofs, framing, etc.

EXAMPLES OF DUTIES: (Illustrative Only)

- Plans, schedules, coordinates and monitors building maintenance and repairs, including bus service lanes, parking lots, security lighting/alarm systems and office/storage space at multiple locations.
- Plans, schedules, coordinates and monitors facility equipment maintenance, including vehicle lifts, engine hoists, air compressors and other industrial equipment used in the maintenance and repair of cars, trucks, buses and heavy equipment powered by gas, diesel or alternative fuels.
- Coordinates and monitors construction, renovations, structural and grounds maintenance, lighting, signage, pump safety/security and repairs at multiple County fuel sites.
- Monitors contract crews providing pest control and custodial services, assigning them specific jobs and responsibilities to fully and timely address the needs and concerns of the facility user(s).
- Plans office space renovations and locations in coordination with the space occupants, user agency management and support services personnel. Identifies and coordinates logistics and phasing issues. Monitors the work of County employees or contractors moving office furniture and equipment and renovating the space.
- Meets with managers, supervisors and other personnel occupying the facility or managing the workforce in the facility to obtain their input on building and equipment maintenance, repair and renovation work needed or desired on emergency, short- or long-term and recurring or one-time bases, including but not limited to HVAC malfunctions, plumbing repairs, security lighting and

access control failures, overhead light re-lamping, carpet and floor cleaning, pest problems, and snow removal.

- Provides own assessments of work needed and priorities based on observations, inspections and knowledge of the industrial operations performed, baseline code requirements, such as life safety access and egress, security considerations, cost estimates, time line estimates and other factors.
- Prepares work requests, obtains approvals and forwards to support services to have a work order prepared and a purchase order authorized. Prepares working sketches and drawings to accurately depict project requirements, if needed, and reviews contractor drawings for errors, omissions and/or trouble areas before work begins.
- Represents the facility user(s) by interfacing with Property Managers, Maintenance, Renovation and Inspection Specialists or others having primary responsibility for getting work done.
- Requests and helps organize project coordination meetings when required.
- Monitors maintenance, repair and renovation projects in progress for compliance with baseline code requirements, work specifications, etc. Inspects to quality assure the work on behalf of the facility user(s) and that it is completed correctly and on schedule.
- Maintains logs of applicable maintenance, repair and renovation purchase orders to be billed to the user agency. Reviews invoices.
- Prepares status reports.
- Drives to and from work sites.
- May inventory or maintain logs of capital equipment.
- May support the user agency's restricted access program by maintaining key/card access files, coordinating key/card access system repairs and performing other tasks.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Substantive knowledge of industrial function(s) performed in the facilities occupied by the user agency/agencies (such as automotive maintenance and repair) and the specialized equipment used (such as lifts, hoists, air compressors and other industrial equipment used in the maintenance and repair of cars, trucks, buses and heavy equipment powered by gas, diesel or alternative fuels) to effectively represent the interests of the facility user(s).
- Knowledge of County procedures for facility maintenance sufficient to provide input to the planning and to monitor the quality, timeliness, and expense of maintenance, repair, and renovation services.
- Knowledge of fire, safety, and security codes and regulations sufficient to provide input to measures necessary for compliance within the facilities monitored.
- Knowledge of generally-accepted time and materials contracting and maintenance trade practices sufficient to properly utilize County and outside vendors/contractors.
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical and, in some cases, electrical-mechanical) to solve a problem. Examples include identifying routine, non-routine, recurring and one-time maintenance, repairs and renovations, using blueprints, drawing schematics, estimating or reviewing materials/labor costs, and coordinating/monitoring work without direct authority over the workers.
- Skill in written communication to understand written information (including instructions, descriptions and ideas) and to express such information in writing so that others will understand. Examples include using parts catalogs, preparing or reviewing such documents as work orders, work

specifications, purchase orders, invoices and project progress logs, and reading warranties and general administrative information.

- Skill in verbal communication to understand verbal information (including instructions, descriptions and ideas) and to express such information so that others will understand. Examples include exchanging information about job requirements and progress or problems on the job, and keeping the supervisor and co-workers informed.
- Interpersonal skills to interact effectively with personal contacts, including but not limited to with co-workers, support services personnel having primary responsibility for getting the work done, contractors and regulators (concerning hazardous materials) in a customer-service oriented, businesslike manner.
- Skill in using a computer to communicate, to plan/schedule/track work, costs and funding types, to word process and to perform related functions.
- Ability to acquire knowledge of purchasing procedures regarding encumbrance of funds and time and materials contracts.
- Ability and willingness to obtain and maintain required license(s).
- Ability and willingness to work other than regular working hours during an emergency.

MINIMUM QUALIFICATIONS:

Experience: Five (5) years of experience at the journey or directly supporting staff level in the industrial functions supported, two (2) years of which must include experience in maintenance management.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: None.

Physical Ability: Ability to move objects weighing up to twenty (20) pounds.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.
- Possession of a journey level trade license may be required depending upon the specific position of assignment.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: December 1986

Classification Study: May 1991 (M)

Classification Study: December 2001 (M)

Classification Study: May 2008 (M)

April 2010

August 2013

Formerly Titled: "Facilities Maintenance Scheduler"